

**2004/05**  
**HEREFORDSHIRE COUNCIL**  
**AUDIT SERVICES ANNUAL PLAN**  
**SUMMARY BY STRATEGIC AREAS**

<b>Strategic Area</b>	<b>Summary of Work Planned</b>	<b>Days</b>	<b>%</b>
<b>Audit Services</b>	Covers time allocated for the Administration and Management of Audit Services and includes annual and sick leave, vacancies, maternity leave and training days.	1043.00	37.00
<b>Chief Executive's Office</b>	The main areas of review relate to the Human Resource Division and cover verification of data on the Computerised Human Resources Information System (CHRIS), in addition to a review of the Control of ID cards and Certificates of Appointments System.	22.00	0.80
<b>Computer Audits</b>	Reviews of the Customer Relationship Management (CRM) System, a GAP analysis in relation to BS 7799 , which sets out the minimum standard of security for computer systems. A review of physical security within the IT service, which includes back-up and recovery arrangements, disaster planning and network management.  Risk assessments of the Council's main computer systems including Cedar, creditors, Council Tax, NDR and Payroll, in addition to the Caldicot system within the Social Care and Strategic Housing Directorate.	126.50	4.50
<b>Corporate</b>	Work which covers projects cross the Council as a whole and includes Good Environmental Management Auditing, Performance Indicators, LPSA targets and the Council's Performance Management Framework.	328.00	11.70
<b>County Secretary and Solicitor's Department</b>	The main areas of work covers an establishment audit of Land Charges and verification work relating to Members' expenses.	28.00	1.00

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<b>County Treasurer's Department</b>	Relates to performance management framework associated work, follow-up work on the VAT and Insurance systems previously reviewed. A review of contract tendering and awarding within the department, in addition to some consultancy work on the Revenue and Benefits computer systems replacement.	84.00	3.00
<b>Education Directorate</b>	The main area of work relates to school audits at seven high and ten primary schools and three special schools as part of the rolling programme of school visits. Audit follow up work on recommendation previously made on past system reviews such as the Standard Fund and the Early Years Development Site visits. This is in addition to a review of contract tendering and awarding arrangements within the Directorate.	304.50	10.80
<b>Environment Directorate</b>	Audit follow-up work on recommendations previously made on past system audits. System reviews covering the waste management contract, Section 38 Orders, work programme - Herefordshire Jarvis, and fees and charges, in addition to contract tendering arrangements.	192.50	6.90
<b>Fundamental Systems</b>	Review of system and procedures whose failure could have an adverse effect on the Council's overall financial standing. This includes the main accounting system, risk management, anti-fraud and corruption arrangements, Creditors, NDR, Council Tax and Housing Benefits.	308.00	11.00
<b>Leisure Trust</b>	This relates to work carried out for the Halo Trust.	25.00	0.90

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<b>Policy and Community Directorate</b>	Audit work covers eight establishment visits across the directorate. Verification work with regard to grants and donations, diversity compliance and the SRB HIT programme. This is in addition to contract tendering and awarding across the Directorate.	132.00	4.70
<b>Social Care and Strategic Housing Directorate</b>	The main areas of review will concentrate on system reviews and will cover Pooled Budgets, Residential assessments/ Contribution Orders, in-house use Home Care, payments to Independent Providers and Government Grants. Also verification work relating to the Agency Agreement with Herefordshire Housing and Supporting People Contracts.	216.50	7.70
		<b>2810.00</b>	<b>100.00</b>